

TAIR (Total Army Involvement in Recruiting)

Task description

- Process requests from the company commanders and field force
- Request must be received in APA at least 75 days in advance of the requested event
- Maintain funding ledger for all TAIR events

Steps-before event

- Prepare funding documents (USAREC Form 551) for Brigade approval
- Send Copy of UF 551 to post POC at least 60 days prior to requested event date
- Brigade will approve UF 551 and return it
- Contact post POC 30 days prior to event to determine the status of the requested team
- Once team is identified, contact the company commander to determine which stations they will visit
- Contact stations to determine which schools will be visited
- Contact the TAIR team unit's POC to have them initiate travel orders (DD Form 1610)
- Unit should complete all personal information for the team members and fax them to APA
- Battalion Budget completes accounting classification info on travel orders and they are faxed back to team members
- Contact team members to discuss their planned presentations, equipment they will be bringing and importance of good personal appearance
- Send team a welcome packet with the tour schedule, hotel recommendations, and station POCs' names, addresses and telephone numbers

Steps-post event

- After action report should be completed within three (3) days of the event
- Complete the after action report on the back of the UF 551 and send to Brigade APA within five (5) days of the event
- Complete a TAIR letter and certificate and forward to team members if the AAR reflects a job well done
- Request a reconciliation printout from Budget once a month and reconcile TAIR ledger with actual TDY costs for the event

Points of Contact

- **Brigade** – Jim Humpreys, 404-469-3194
- **Fort Bragg** – Ms. Vickie Lee, 910-396-5401
- **XVIII Airborne Corps Band** – 910-396-5963
- **82nd Airborne Division Chorus** – 910-432-0608
- **Fort Monroe**
- **Fort Eustis**
- **Fort Lee**

Applicable regulations

- **USAREC Reg 601-85**, Total Army involvement in Recruiting

Forms used

- **USAREC Form 551** (Front and Back)
- **Battalion AAR Form**
- **TAIR Certificate**